

CCMGA President Job description and specific duties

The president shall be the presiding officer at monthly Association meetings and Executive Board meetings. The president shall appoint the chairperson of all standing committees and shall establish additional committees at the direction of a majority of the Executive Board members. (From CCMGA Bylaws)

Term of Duty: 1 year, Term limit: 2 consecutive years

If this is your first term as president, here are a few suggestions to get you started:

- Obtain all pertinent files, notebooks, and materials from the previous president including the key for the locked MG storage cabinets in the rear of the Country Store at the Extension Complex.
- Review CCMGA Bylaws.
- Review and have a working knowledge of Roberts Rules of Order
- Verify that all records have been transferred to incoming officers.
- Review all current standing committees
- Review all current projects.
- Ensure mail is collected from post office box weekly
- Plan to attend TMG State Conference, if possible.

The CCMGA President shall:

- Act as presiding officer at General Membership meetings of the CCMGA.
- Preside Executive Board meetings
- Ensure volunteer hours are collected at all meetings over which he/she presides
- Serve on the PDG Umbrella committee and attend all meetings.
- Act as liaison between County Extension Coordinator and the Association.
- Along with all Board members, oversee the operation of the Association, in accordance with Bylaws and other policies in place.
- Appoint all standing and special committees, with approval of majority of Board members.

- The president is responsible for notifying the Master Gardener State Coordinator of the names, addresses, phone numbers, and email addresses of new officers.
- Write a monthly article for the CCMGA "Thymes" newsletter and send it to the Communications Chairman for publication at designated time. Include news updates, projects, thank you messages, and upcoming events.
- Participate with Executive Board members in the development of annual budget.
- Present Budget to the general membership for approval.
- Lead the Board in reviewing the association finances at least once a year with a report being made to the general membership.
- Attend the Annual Regional Alliance Membership meeting representing CCMGA
- Participate with Board in the preparation of the end of year report for the TMG.